

Walton Rowing Club Emergency Response Plan (ERP)

Objective

To ensure the safety of all participants during training sessions and public regattas by providing a structured plan for responding to emergencies.

Section 1: General Preparedness

1. Risk Assessment

- Identify hazards such as weather conditions, river currents, weirs and obstacles.
- Determine high-risk areas and set up warning signs if necessary.
- Tow path activity (e.g. Running Events)

2. Personnel Training

- All volunteers should receive training in:
 - Water rescue techniques.
 - Use of emergency communication devices.
 - Active First Aiders identified. See Appendix 3

3. Communication

- Identify primary points of contact. See Appendix 1
- Maintain a clear communication system (e.g., radios, mobile phones).
- Designate emergency channels and ensure all team members are aware of protocols.
- Emergency contacts and local emergency services numbers should be readily accessible.

4. Safety Equipment

- Safety boats (with trained operators).
- Life jackets and Hi-Viz vests for volunteers.
- Throw ropes and first aid kits. See Appendix 2

Section 2: Emergency Procedures

2.1 Training Sessions

Pre-Session Safety Checks

- Undertake risk assessment and full pre-outing briefing, to include weather and river condition updates. See Walton Club Safety Code.
- Ensure all on water coaches/volunteers wear appropriate safety gear, including personal flotation devices (PFDs).
- Confirm all safety boats are operational, equipped with rescue gear, and operated by trained personnel.
- Establish a recording system to account for every rower during the session.

On-Water Emergencies

1. Capsizing or Man Overboard

- **Immediate Actions:**
 - Nearest rowers or safety boat should assist.
 - Ensure the person in the water is in touch with capsized boat or supported with a throw line.

- Support the rower to reach the bank or brought aboard a rescue vessel.
 - **Post-Rescue Actions:**
 - Assess for injuries or hypothermia.
 - Transport the individual to shore if medical attention is required.
- 2. **Medical Emergency (e.g., heatstroke, cardiac event)**
 - **Immediate Actions:**
 - Call emergency services if appropriate (999).
 - Administer first aid (e.g., CPR, cooling, etc.) as per training.
 - **Post-Incident:**
 - Log the incident and review safety protocols.
- 3. **Adverse Weather (e.g., lightning, high winds)**
 - **Immediate Actions:**
 - Cease all rowing activities and instruct rowers to return to bank promptly.
 - Use safety boats to assist slower crews.
 - **Post-Incident:**
 - Evaluate weather conditions before resuming activities.
- 4. **Collision with Another Boat or Object**
 - **Immediate Actions:**
 - Assess for injuries and damage to equipment.
 - Notify other watercraft if navigation may be impacted.
 - Ensure boat and/or rower is capable to return to Boat House
 - **Post-Incident:**
 - File an incident report and report damage in Log Book.

2.2 Public Regattas

Pre-Event Planning

- Coordinate with safety provider (RowSafe)
- Display a map of the event area with clearly marked safety zones, emergency exits, and medical stations.
- Conduct a pre-event briefing for all participants, volunteers, and safety provider.
- Ensure a sufficient number of safety boats are stationed along the course.

During the Event

1. **Emergency Communication Protocol**
 - Use radios or mobile phones to relay emergencies to the command centre at WRC boat house.
 - Announce emergencies via public address systems if participants or spectators need to take action.
2. **Rowing Accidents (Capsize or Medical Emergency)**
 - **Immediate Actions:**
 - Dispatch the nearest safety boat to assist.
 - Notify the command centre and event medical team.
 - **Post-Incident:**
 - Provide updates to participants and spectators as necessary.
3. **Spectator Emergencies**
 - **Examples:** Medical incidents, crowd control issues.
 - **Immediate Actions:**

- Deploy on-site medical team or call emergency services.
 - Use event volunteers to manage crowd movement.
 - **Post-Incident:**
 - Log the incident for review.
- 4. **Severe Weather or River Conditions**
 - **Immediate Actions:**
 - Halt the event and announce the emergency evacuation plan.
 - Guide rowers and spectators to designated safe zones.
 - **Post-Incident:**
 - Reschedule or adjust the event as necessary.
- 5. **Large-Scale Emergency (e.g., fire, mass casualty event)**
 - **Immediate Actions:**
 - Use appropriate fire extinguisher as first response to very early stages of fire. See Appendix 2. Abandon if it does not immediately work and follow steps below.
 - Activate the event-wide emergency plan.
 - Evacuate affected areas under guidance from local emergency services.
 - **Post-Incident:**
 - Cooperate fully with investigations and adjust future plans accordingly.

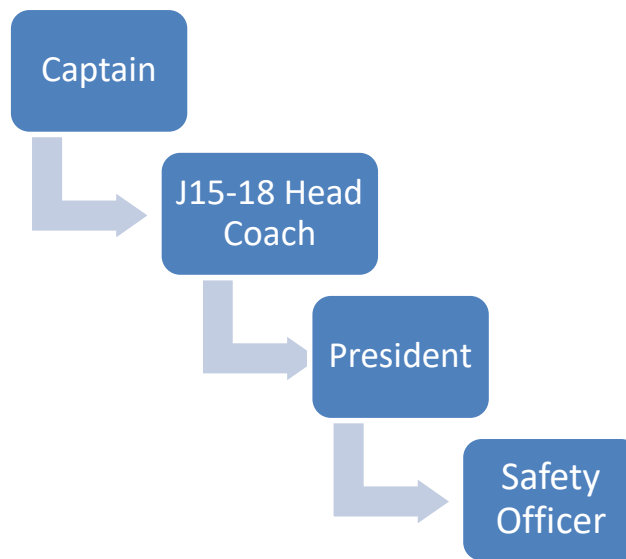
Section 3: Post-Emergency Protocol

1. **Incident Reporting**
 - Complete an incident report detailing the event, actions taken, and outcomes.
 - Submit the report to Safety Sub-Committee and British Rowing.
2. **Debriefing**
 - Hold a post-emergency meeting with Safety Officer and volunteers to review the response.
 - Identify areas for improvement and update protocols as needed.
3. **Support for Affected Individuals**
 - Provide support to rowers, volunteers, or spectators impacted by the incident.
 - Communicate with families or guardians as necessary.
4. **Review and Update Emergency Plans**
 - Regularly review and revise the ERP to reflect lessons learned and changes in regulations or conditions.

By adhering to this Emergency Response Plan, Walton Rowing Club can maintain a safe environment during both training sessions and public regattas.

Appendix 1 – List of primary contacts

The Captain is the primary contact. If he does not answer, a Cascade process is in place as follows:



Appendix 2 – First Aid/Medical and Safety/Rescue Equipment

First Aid/Medical Equipment

	Location
First aid Kit x 2	Ground floor: 1 st boat bay, in cupboard on back wall, next to gym double doors. 1st floor: Kitchen, first cupboard on right next to entrance.
Defibrillator	Ground floor: On wall between club entrance door and door to boat house, at bottom of the stairs.

Safety/Rescue Equipment

	Use	Location
Emergency throwline		Ground floor:
Safety jackets		1 st boat bay, hanging on back wall, next to gym double doors.
Water Extinguishers X5	Class A fires: flammable solids eg wood, paper, textiles, coal, plastics.	Ground floor: 1x next to front entrance glass door. 1x in gym, next to single door. 1x 3d boat bay, on back wall. 1st floor: 1x function room back wall, on floor. 1x hallway back wall, next to men changing rooms.
CO2 Extinguishers x4	Class B fires: flammable liquid fires eg petrol, paint or spirits Electrical fires: electrical equipment	Ground floor: 1x blades bay, behind safety boat and oars. 1x 2 nd boat bay, on back wall. 1st floor: 1x kitchen, right of entrance door, on floor 1x function room, next set of double doors and cleaning cupboard.
Powder Extinguishers x2	Class A fires: flammable solids eg wood, paper, textiles, coal, plastics Class B fires: flammable liquids eg petrol, paint or spirits Class C fires: flammable gases eg propane and butane Electrical fires: electrical equipment	Ground floor: 1x blades bay, next to shutter. 1st floor: 1x function room, between bar and patio doors.
Foam Extinguishers X1	Class A fires: caused by flammable solids, such as wood, paper, and textiles Class B fires: flammable liquids: such as petrol, paint or spirits Electrical Fires: electrical equipment	1st floor: 1x on wall next to office.
Comms radios		1 st floor in office

Appendix 3 – List of active first aiders

Neil West	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Mike Hendry	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Hilary Poole	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Sam Skennerton	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Duncan Graham	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Peter Browning	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Chris Leonard	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Robin Thomson	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Paul Wilkinson	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Jake Hefferman	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Alexei Semikhodski	Defibrillator (AED) with CPR	Red Cross	05/03/2025	05/03/2028
Matt Graywood	Basic life Saving	Elements	11/02/2024	07/02/2027
Michael Hamblin	Basic life Saving	Elements	11/02/2024	07/02/2027
Brian Martin	Basic life Saving	Elements	11/02/2024	07/02/2027
Andy Knott	BLS		01/07/2023	01/07/2026
Rita Pamma	Basic life Saving	Elements	11/02/2024	07/02/2027
Jabeen Mughal	Basic life Saving	Elements	11/02/2024	07/02/2027
Suzi Eatock	Basic life Saving	Elements	11/02/2024	07/02/2027
Beatrice Philpott	Basic life Saving	Elements	11/02/2024	07/02/2027
Dominique Hanaan	Basic life Saving	Elements	11/02/2024	07/02/2027
Solmaz Zadeh Herranz	Basic life Saving	Elements	11/02/2024	07/02/2027
Gill Shaw	Basic life Saving	Elements	11/02/2024	07/02/2027
Nick Harris	Basic life Saving	Elements	11/02/2024	07/02/2027
Sarah Ayers	Basic life Saving	Elements	11/02/2024	07/02/2027
Judy Graham	First aider at Work			06/06/2025
Seth Hillas	Basic life Saving	Elements	11/02/2024	07/02/2027
Martim da Silva	Basic life Saving	Elements	11/02/2024	07/02/2027
Harry Springett	Basic life Saving	Elements	11/02/2024	07/02/2027
Benjamin Springett	Basic life Saving	Elements	11/02/2024	07/02/2027

Reviewed March 2025.